

Date/Time	13 October 2016, 13.00-16.00	
Location	HQIP, 45 Moorfields, London EC2Y 9AE, Room 605	
Attendees	<p>Philip Baker National Voices Sarah Dunnett, Treasurer Richard Driscoll National Voices, (Chair) Alastair Henderson Academy of Medical Royal Colleges (AoMRC), (Vice Chair) Jane Ingham HQIP Robert Johnstone National Voices Susan Latchem HQIP Danny Keenan HQIP Donna Kinnair RCN Anna Kisielewska HQIP, (Secretary) Linda Patterson AoMRC Joan Shearman HQIP Victoria Tzortziou Brown AoMRC (13.30 arrival)</p>	<p>Apologies Sheila Marriott Royal College of Nursing (RCN) Anne Marie Rafferty RCN</p>
	Item	Action required
1.	<p>Welcome/ Apologies/ Declarations of Interest</p> <ul style="list-style-type: none"> Richard Driscoll welcomed members to the Board meeting as well as two new members of staff – Jill Stoddart, new Director of NCAPOP attending as an observer, and Susan Latchem, new Director of Core Operations. Apologies for absence were received from Sheila Marriott and Anne Marie Rafferty. There were no conflicts of interest to declare in respect of the business of this meeting. Declarations of Interest have been updated by Victoria Tzortziou and Philip Baker. 	
2.	<p>Minutes of the last meeting were accepted as a true record of the meeting and signed off by the Chair. Matters arising</p> <ul style="list-style-type: none"> Board status – the Memorandum and Articles of Association had been updated and would be presented for approval at the Annual General Meeting (AGM). 	
3.	<p>Chair's action Trustees noted that the Chair had taken one action since their last meeting and had approved a minor adjustment to staff terms and conditions of employment.</p>	
4.	<p>Organisation and Performance Management</p> <ul style="list-style-type: none"> <u>Finance</u> <ul style="list-style-type: none"> HQIP accounts for the year ended 31 March 2016 <ul style="list-style-type: none"> This was HQIP's first audit with Kingston Smith Plc who gave an unqualified opinion at the end of the audit. 	

	<ul style="list-style-type: none"> • A small number of process issues were raised at the audit clearance meeting and HQIP have responded to these. • The Trustees approved an additional signatory on HQIP’s bank accounts <p><i>The Trustees approved the Annual Report and Accounts and the signing of the letter of representation by the Chairman. Trustees accepted the Post Audit Report 2015 and noted the Auditors’ recommendations</i></p> <ul style="list-style-type: none"> ○ Quarter 2 Management Accounts 2016-17 - These were reported against the Operational Plan agreed at the March 2016 meeting and the Trustees reviewed a revised Operational Plan and the current management accounts report in detail. The Trustees noted that the NCAPOP Subscription model has changed whereby a flat-rate of £10,000 per annum is now charged to all Trusts. Compliance with payment of subscriptions was satisfactory. The revised plan envisaged a small increase in unrestricted reserve funds at the year end. <p><i>The Trustees approved the Revised Operational Plan for 16-17.</i></p> <ul style="list-style-type: none"> • <u>KPIs</u> <p>The Trustees reviewed the KPI report for the second quarter of the current financial year and accepted this as satisfactory.</p> <ul style="list-style-type: none"> ○ The Risk Register was reviewed and approved with two new items added after discussion. ○ The Trustees acknowledged that the Service Level Agreement for external HR support had been agreed and signed. ○ The Trustees reviewed and approved a proposal for the future operation of HQIP’s procurement function. ○ Trustees approved the proposal for a non-urgent review of HQIP’s Declaration of interest policy and procedures as these had not been updated for some time. 	<p>The Treasurer and Finance Manager to take these actions forward.</p>
<p>5.</p>	<p>AGM</p> <p>The arrangements for the AGM that would immediately follow the Board Meeting were discussed and agreed.</p>	
<p>6.</p>	<p>Medical Director’s update</p> <ul style="list-style-type: none"> • CQC – the Medical Director provided a report on feedback from the Manchester pilot of the dashboard project, which was very favourable. The wider audit community were fully in support of this initiative as they believe it would bring to commissioners, Boards, chief executives and medical directors the key information that tells them how their services are performing and how they compare nationally. • Clinical fellow – the Trustees were informed of the appointment of the new FMLM clinical fellow who would be working on a parity of esteem project. 	

7.	<p>Maximising HQIP potential</p> <ul style="list-style-type: none"> • Clinical Service Accreditation Alliance – Trustees acknowledged the progress on establishing the arrangements for the work of the Alliance to be hosted and carried forward by HQIP. The launch event would take place on 25th November and the Chair would present at the meeting to make clear the Trustees’ full support for the scheme. The Trustees were advised that a formal MoU had been agreed between the stakeholder organisations and the project was financially secure through 2017. • Advisory groups – Trustees were informed that the first meeting of the Methodology Advisory Group took place on 17 August. A follow-up workshop would take place on 23 January 2017. 	
8.	<p>HQIP Board and Senior Staff Away day – final arrangements were agreed.</p>	
9.	<p>AOB A staffing change in the sponsor team at NHS England was noted.</p>	
10.	<p>Dates of Board Meetings in 2017-18: Thursday 19 January 2017 Thursday 23 March 2017 Thursday 20 July 2017 Thursday 12 October 2017 (AGM) Board / SMT away day 1 November 2016</p>	
11.	<p>HQIP events Q3 2016</p> <ul style="list-style-type: none"> • 20 September – NCAPOP Strategy Meeting • 27 September – HQIP/CQC project SG and National Neonatal Audit Programme (NNAP) Annual Report Launch • 6 October – NCAPOP Seminar and Mental Health CORP - Annual Report and event (Manchester) 18 October – NCAPOP prioritisation process 	